

**CORPORATION OF HULL COLLEGE
FINANCE & RESOURCES COMMITTEE**

**Public Minutes of the meeting
held 26th June 2023 via Teams**

Present: Tom Dannatt, Governor (Chair) Gary Gallen, Governor Debra Gray, Principal & CEO Kathryn Shillito, Governor	
In Attendance: Nicola Dimond, Vice-Principal (Human Resources) "VPHR" Lynette Leith, Vice-Principal (Curriculum) "VPC" Gino Tommasi, Vice-Principal (Finance & Corporate Services) "VPF&CS" Catherine Sykes, Director of Governance	
OPENING ITEMS	
41	Apologies For Absence Apologies for absence were received from Rob Lawson & Joanne Gibbons.
42	Declarations Of Interest There were no declarations of interest in relation to any agenda item.
43	Minutes of the meeting held 8th March 2023 Resolved – That the minutes of the meeting held on 8 th March 2023 be approved as a correct record.
44	Matters Arising Governors received a progress report on the actions identified at the previous meeting, the majority of which were completed or featured on the agenda of this meeting. Of the outstanding actions, the Director of Governance confirmed: <u>Dashboard Reporting</u> This was not currently available, however the work on data and MIS in the whole continues and when available will be introduced.
FINANCE UPDATE	
45	PERIOD 10 MANAGEMENT ACCOUNTS Governors received for information the P10 Management Accounts. This matter is the subject of a separate and confidential minute.
46	Purchase Order Monitoring Levels, Governors received for information a monitoring report on purchase orders. This matter is the subject of a separate and confidential minute.
47	Bad Debt Report The VP(F&CS) presented the bad debt report. This matter is the subject of a separate and confidential minute.
48	ESFA Funding Audit The VP(F&CS) noted the ESFA Funding Audit Report.

	This matter is the subject of a separate and confidential minute.
49	<p>FY24 Draft Budget & 2 Year Financial Plan</p> <p>The VP F&CS presented the FY24 Draft Budget & 2 Year Financial Plan.</p> <p>This matter is the subject of a separate and confidential minute.</p> <p>Resolved: The FY24 Draft Budget & 2 Year Financial Plan was recommended to Corporation for approval.</p>
HUMAN RESOURCES AND WELFARE	
50	<p>HR Report</p> <p>The VPHR provided an update on HR and welfare activities in Term 2 which was taken as read. Governors were pleased to note there were no tribunal or ACAS referrals to report. It was noted that the College has positively reduced the number of staff on long term sick, however next year a focus on supporting levels of shorter-term sick will be of focus next year.</p> <p>In response to a members question it was confirmed that concessionary sick pay as a new employee is 1 month full sick however increases in line with length of service.</p> <p>Members has no further queries or questions on the HR Report.</p>
51	<p>H&S Report</p> <p>The VPHR presented the H&S Report to May - June which was taken as read. Members noted the increase in the non-college related injuries and illnesses, and that learners are using the College as a first aid centre. Members noted that this was in relation to the accessibility of health care in certain areas, particularly for mental health. Furthermore, the VPHR confirmed that the College has cohort of mental health first aiders across the College, as well as a Mental Health First Aid Trainer so that staff can be trained internally. Members were drawn to the access and signposting available to all staff and students which is anticipated to support the reduction of repeat incidences.</p> <p>Members noted that the student mental health strategy has been drafted and will be ready for launch in September.</p> <p>Members has no further queries or questions on the H&S Report.</p>
ESTATES	
52	<p>Estates Update</p> <p>The VPF&CS presented the Estate's Transformation update, which in its first stage includes the main reception, library, restaurant and learner social space, transforming into digital spaces from the current dated provision as throughout the whole estate. It was noted that further work to rationalise utilise the estate is also ongoing and will be completed before the end of the year, ready for September intake.</p> <p>Members noted the College's focus on updating the estate, particularly the low-cost high-impact initiatives being utilised given the current financial position of the College. In term of capital requirements, the VPF&CS confirmed an allocation of funds to ensure continual refreshing of areas of the estate annually.</p> <p>In response to a member's question, it was confirmed that available opportunities for funding to further develop and transform the estate would be reviewed and brought to Governors as required for the approval of spending.</p>

	<p>It was noted that the funding received from the Government relating to reclassification of Colleges was not required to be spent until March 2025.</p> <p>In response to a member's question, it was confirmed that the College continues to work with its external stakeholders to work collaboratively. The VPC noted that many of the College's curriculum areas have superb support from external partners, including provision of products and materials that support learners in the classroom on programme (e.g. construction materials). This is achieved through the engagement work with employers. It was confirmed that showcasing this collaborative work is part of the next steps.</p>
53	<p>Estates Strategy</p> <p>The VPF&CS presented the Estates strategy which affirms the principle and direction proposed for the estate over the 10-year period and relates to the improvement of the estate's utilisation and efficiency ratings.</p> <p>Members agreed that the utilisation of the key, however noted the importance of ensuring the College can expand with market share as needed.</p> <p>Members commented on the detail of sustainability in terms of the Estate. The VPF&CS confirmed that the separate Sustainability Strategy is in development and is connected to the Estates Strategy. It was confirmed this would be shared with the committee at the next meeting.</p> <p style="text-align: right;">Action: VPF&CS</p> <p>Resolved: The Estates Strategy was recommended to Corporation for approval.</p>
RISK AND COMPLIANCE	
54	<p>Risk Register</p> <p>The VPF&CS noted the Risk Register, which is considered by the Executive Risk Management Group on a monthly basis to identify risks, review controls and put in place any further controls needed.</p> <p>It was confirmed that two risks are directly linked to Audit and will remain on the risk register until the result of the audit is confirmed. It was confirmed that regarding review of PED (past end date) learners, bi-weekly meeting with managers is conducted to ensure that the maximum number of completed learners is achieved.</p> <p>A new risk relating to GDPR compliance and management has been added until progress is made on internal processes, however the risk was not linked to event or failure in this area.</p> <p><i>At this point Kathryn Shillito left the meeting.</i></p>
POLICIES	
55	<p>Financial Regulations</p> <p>The VPF&CS noted the proposed changes to the Financial Regulations, following the updated procurement regulations and the changes related to the reclassification of colleges to public sector. It was also clarified that where other stipulations are identified as a result of the Colleges ongoing intervention status, these have been written into the financial statements.</p> <p>It was noted that the key areas of change are in relation to:</p> <ul style="list-style-type: none"> • Bad debt /write off • Severance • Disposal of assets

	<ul style="list-style-type: none"> • Senior Postholder pay <p>Members raised no issues on the proposed changes to the financial regulations, but did confirm that the College has a separate travel & expenses policy in place.</p> <p>Resolved: The Financial Regulations were recommended to Corporation for approval.</p>
56	<p>Treasury Management Policy</p> <p>The VPF&CS noted the proposed changes to the Treasury Management Policy. It was confirmed that the updates were due to ONS reclassification, particularly in line with borrowings. It was confirmed that the College is not currently able to borrow due to its Ofsted rating and the changes in relation to the Managing Public Money regulations.</p> <p>Members considered that with interest rates increasing, would the College benefit from investment of its funds. The VPF&CS confirmed whilst this could be considered, the ongoing intervention status and the unknown financial risk from the audit outcome, did not position investment at this time favourably.</p> <p>Resolved: The Treasury Management Policy was recommended to Corporation for approval.</p>
57	<p>Subcontracting Fees Policy</p> <p>The VPF&CS presented the policy, with no material changes to consider. It was confirmed that the College's overall reliance is reduced in the FY24 budget. It was confirmed that the policy had been updated in line with the with the subcontracting standards.</p> <p>Resolved: The Subcontracting Fees Policy was recommended to Corporation for approval.</p>
58	<p>Redundancy Policy</p> <p>The VPHR presented the policy, noting simplification of the Appeal process. Members raised no issues with the policy.</p> <p>Resolved: The Redundancy Policy was recommended to Corporation for approval.</p>
59	<p>Disciplinary Policy</p> <p>The VPHR presented the policy, noting that whilst it was compliant with Employment Law, best practice and the College operation have evolved and changes were recommended. Members raised no issues with the policy.</p> <p>Resolved: The Disciplinary Policy was recommended to Corporation for approval.</p>
60	<p>Grievance Policy</p> <p>The VPHR presented the policy, noting that whilst it was compliant with Employment Law, best practice and the College operation have evolved and changes were recommended. Members raised no issues with the policy.</p> <p>Resolved: The Grievance Policy was recommended to Corporation for approval.</p>
COMMITTEE SELF ASSESSMENT	
61	<p>Annual Committee Self-Assessment</p> <p>The Director of Governance noted the request of the Governance, Search and Remuneration Committee to request feedback from each of the committees on the view of their effectiveness in year. It was confirmed that a short survey would be circulated and each committee members was requested to</p>

	feedback honestly on the effectiveness of the committee in their opinion, for collation and inclusion in the Governance Self-Assessment Report.
CLOSING ITEMS	
62	Any Other Business None
63	Date of Next Meeting 26 th October 2023

Approved by the Finance & Resources Committee at the meeting held on 9th November 2023